

In order to ensure a strong start to 2020-2021, school system leaders develop adaptive and flexible staffing plans that maximize learning time and enable teachers and students to move seamlessly between in-person and distance learning.

School system leaders must prepare for a school year that could look very different from prior years: vulnerable teachers and students will need to be able to teach and learn from home, schools may need to modify school operations to facilitate small groups of students rotating between learning in school facilities (while maintaining physical distancing) and learning from home, school facilities may need to close during part of the school year.

This guidance document supports school system leaders in creating contingency plans for these possibilities, including creating an adaptive and flexible staffing plan for the 2020-2021 school year. It includes:

- Guiding principles for creating contingency plans that maximize learning time
- Supports for creating adaptive and flexible staffing plans

Once guidance from the Centers for Disease Control and Prevention (CDC) and local health officials becomes available, this document will be updated to also include:

- A menu of options to consider for contingency plans
- An appendix with examples of how other school systems have operationalized contingency plans

Guiding Principles for Maximizing Learning Time

In light of these possibilities, we need to develop plans that are adaptive, flexible, and will facilitate:

- Daily interaction with students and weekly interactions with peers and supervisors during periods of distance learning. See the [Guidance for Student and Staff Monitoring](#) document for monitoring options.
- Extended learning time, particularly for students with unfinished learning. This could include:
 - Adding additional learning time, focused solely on [high-quality curriculum](#), to each day in the school calendar.
 - Tutoring that is focused solely on [high-quality curriculum](#) for students with unfinished learning. (*Note: Federal flow-through funds are eligible to be used for this purpose.*)
 - Utilizing breaks (fall, Thanksgiving, spring, winter) to provide in-person or distance learning academies that are focused solely on [high-quality curriculum](#) for students with unfinished learning. (*Note: Federal flow-through funds are eligible to be used for this purpose. This [example](#) may support you in thinking about how to create such an academy for your school system.*)

School systems may also consider beginning the school year as early and ending the school year later, as health and safety permit, in case future school facility closures disrupt learning time.

Supports for creating adaptive and flexible staffing plans

School systems may request competitive funding to partner with vendors to support them in creating an adaptive and flexible staffing plan that best meets their needs. See below for approved vendors and pricing information. Vendors will be available to begin these supports in early June.

Vendor Name	Supports offered	Pricing Information

ERS + Upbeat* (for survey)	<ul style="list-style-type: none"> ERS will support school systems in developing adaptive and flexible staffing plans through a cohort approach that includes virtual meetings with a group of school systems, as well as individual coaching calls. Upbeat's "Teaching from Home" survey will inform staffing plans by providing school system leaders and school leaders with information on educators' experiences with distance learning. Survey results will allow users to pinpoint areas of strength and identify areas to improve. 	<ul style="list-style-type: none"> \$15 per teacher for survey administration and dashboard with survey results* \$10K - \$15K for support in developing staffing plan (depending on school system size and length of engagement)
TNTP + Upbeat* (for survey)	<ul style="list-style-type: none"> TNTP will provide customized support to school systems in developing adaptive and flexible staffing plans. Upbeat's "Teaching from Home" survey will inform staffing plans by providing school system leaders with valuable insights relative to educators' experiences with distance learning. Survey results will allow users to pinpoint areas of strength and identify areas to improve. 	<ul style="list-style-type: none"> \$10K - \$15K for support in developing staffing plans (depending on school system size and length of engagement) \$15 per teacher for survey administration and dashboard with survey results*

*School systems may also choose to work with ERS or TNTP without utilizing the Upbeat "Teaching from Home" survey.